

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEBSITE: www.ManchesterNH.gov



PAYROLL COORDINATOR (PART-TIME)

(Announcement No. R-021-07)

Grade 17

Starting Salary Range: \$17.79 - \$25.37 per hour, 24 hours per week
pro-rated benefits, no medical

THE JOB:

Coordinates and processes all City payrolls, audits departmental transactions, calculates costs of salary increases, functions as the back-up to the Benefits Coordinator, and oversees workers' compensation payments. Performs related duties.

MINIMUM QUALIFICATIONS:

Associates Degree in Accounting, Business or related and 1-3 years payroll processing experience. HRIS and MS Office experience preferred.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Wednesday, March 21, 2007

CLOSING DATE: Friday, April 6, 2007

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST